

# COUNTY OF YORK

## MEMORANDUM

**DATE:** November 6, 2001 (BOS Mtg. 11/20/01)

**TO:** York County Board of Supervisors

**FROM:** James O. McReynolds, County Administrator

**SUBJECT:** Renewal of Sheltering Memorandum of Understanding

As you are aware, during times of disaster and/or potential disaster, the County provides for certain sheltering and human services capabilities for the public. The provision of this capability and service is accomplished through the collaborative efforts of a number of agencies, departments, and organizations that have specific responsibilities, as outlined in our Emergency Operations Plan and Annexes and as outlined in a formal Memorandum of Understanding (MOU).

Most recently, representatives of each of the signatory agencies, departments, and organizations reviewed the 1995 MOU. As a result, the only changes were minor housekeeping items. The basic intent of the agreement outlining roles and responsibilities for shelter operations, mass care, and human services remain intact.

This MOU formalizes the understanding of the sheltering, mass care, and human services roles and responsibilities of York County, York-Poquoson Department of Social Services, Peninsula Health District, York-Poquoson Chapter of American Red Cross, and the York County School Division during a disaster. The roles and responsibilities are consistent with York County's Emergency Operations Plan (EOP), the Commonwealth of Virginia Emergency Operations Plan, Virginia Disaster Laws, and guidance from the State Coordinator of Emergency Management, Commissioner of Social Services, and the Virginia/District of Columbia State Service Council, American Red Cross.

Briefly, the roles include:

- York County, responsible for providing sheltering in an emergency through the Emergency Operations Center (EOC) by the Coordinator of Emergency Management, who may also request additional resources from the State EOC for mass care and human services;
- The Department of Community Services, providing additional staffing for shelter operations, mass care, and human services as needed;
- The York/Poquoson Department of Social Services, responsible for assisting the county in planning and opening of the shelters and providing trained staff;
- The Peninsula Health District, providing nursing and environmental engineering assistance to monitor public health issues;

- The York-Poquoson Chapter of the American Red Cross (ARC), providing training and a shelter management system along with volunteers to staff the shelter and the National ARC providing supplies and other mass care resources during the recovery phase at the request of the local chapter (the ARC reimburses for supplies used to support shelter operations); and
- The York County School Division, providing the building and staff for management and maintenance of the facility.

These agencies, departments, and organizations have participated in the development and regular review of the sheltering and human services annex to the County's EOP, as well as the Memorandum of Understanding.

Proposed Resolution R01-203 authorizes the County Administrator to execute the Memorandum of Understanding with each of the participants.

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Attachments